



1722 S. Glenstone, Suite O | Springfield, MO 65804 | Phone: (417) 501-8601 | Fax: (417) 501-8602

## **OFFICE FINANCIAL POLICY**

Payment is due at the time services are rendered. For your convenience, we accept cash, Visa, Master Card, Discover, or personal checks. Care Credit and Citi Financial are also an accepted payment method.

Insurance benefits are determined by your employer and not your dentist. Any deductible or estimated co-payment amount will be due at the time of treatment. Insurance is not a guarantee of payment; insurance companies will not pay for all of your costs. Your insurance policy is a contract between you and your insurer. Your insurance and payment are still your responsibility. As a courtesy we will be glad to file your claim for you if you bring:

- 1) your dental insurance wallet card and
- 2) all required employer information.

You will be expected to pay for services rendered if the office is unable to verify your insurance information before treatment.

We reserve the right to charge and collect fees for broken appointments – appointments that are cancelled or broken without 24-hours advance notice. Appointments are reserved exclusively for you. As a health benefit to you, we may offer to move your appointment to an earlier time if openings arise.

Payment plans and financial arrangements can be entered into for comprehensive dental treatment, prior to commencing treatment.

Courtesies cannot be combined and are not to exceed 5%.

**I have read and understand this financial policy.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_